

## Requirements for Registering Out-of-Hospital Births Occurring in Los Angeles County Vital Records Jurisdiction

The following information is required for registering a child who was born at home or in other non-hospital locations. There is no fee to register your baby's birth if it is done within the first year; in fact, it is required that your baby is registered within the first year. If your child is registered after the child's first year, there are fees involved.

Any birth registered on or after the child's first birthday must be processed by the California Department of Public Health (CDPH) Vital Records Office in Sacramento as a Delayed Registration of Birth.

There are two separate categories for delayed registrations:

- **Delayed Registration of Birth:** If you can provide all five facts (see below), you may obtain the Delayed Registration of Birth form from the Los Angeles County Department of Public Health (LACDPH), complete, and send the form/fee and any required supporting documents to the California Department of Public Health Vital Records Office in Sacramento.
- **Court Order Delayed Registration of Birth:** The forms are available from LA County Department of Public Health.

Birth Registration Fees		
Under 1 year (0 – 12 months):	Registration free	\$0
	Birth certificate copy	\$28
Over 1 year:	California Department of Public Health Vital Records Office in Sacramento*  (Includes registration fee and 1 birth certificate copy)	\$23
Additional birth certificate copies can be issued for a fee:	LA County Department of Public Health	\$28
	California Department of Public Health Vital Records Office in Sacramento	\$25

\*Forms are available for pick-up or by mail at 313 N. Figueroa St. Lobby, Los Angeles, CA 90012

To begin the registration process, please provide evidence to prove five facts:

1. Identity of the parent(s)
2. Pregnancy of the mother
3. Infant was born alive
4. Birth occurred in Los Angeles County
5. Identity of the witness

## 1. Identity of the Parent(s)

To prove the identity of a parent, a valid picture identification card issued to a parent(s) by a governmental agency is required. Only the original ID cards of one of the following are acceptable:

- California driver's license or California identification card issued by the Department of Motor Vehicles
- U.S. passport
- U.S. military identification card
- Temporary resident identification card (green card)
- Other valid picture identification card issued by a foreign government (If the mother gave birth in Los Angeles County but is not here legally, she might be able to get identification verification from her consulate.)



If the parents are not married to each other, the father's name will not be listed on the birth certificate unless the father and the mother sign a voluntary "Declaration of Paternity" before the birth certificate is prepared at the time of the registration.

Reference: Health and Safety Code Section 103450

## 2. Pregnancy of the Mother

To prove the pregnancy of the mother, you must provide a signed pregnancy test verification letter or "Affidavit of Birth Information for Out-of-Hospital Births" form that satisfies all of the following conditions:

- Written on the doctor's, midwife's or clinic's official stationery (not on a prescription pad) or on the "Affidavit of Birth Information for Out-of-Hospital Births" form
- Signed (electronic or stamped signature will not be accepted) by a California medical doctor, midwife or nurse with a current California-issued professional license
- Letter or affidavit must include the following information:
  - Mother's complete name and address
  - Date the mother was first seen by the doctor or midwife (this date may be after the date of birth)
  - Results of the mother's prenatal or postpartum examinations , pregnancy test (e.g., complications and procedures of pregnancy and concurrent illness, complications and procedures of labor and delivery, abnormal conditions and clinical procedures related to the newborn)
  - Date of the mother's last menstrual period
  - Date the baby was expected to be born or was born

If the mother does not have a signed pregnancy test verification letter nor has medical proof of birth by a pediatrician or licensed doctor (e.g., Hospital Discharge Summary), see the Verification of Birth Registration section.

### 3. Infant was Born Alive

To prove that your baby was born alive, you must bring the following to your appointment:

- Your baby
- Hospital Discharge Summary or a letter on the pediatrician's letterhead (not on a prescription pad) with the stated information from your baby's pediatrician or licensed doctor. This is a medical summary resulting from a visit to a pediatrician or licensed doctor within thirty (30) days after the birth. The summary must state the following:
  - Date the child was born
  - Baby's health conditions
  - Baby's weight at the time of the visit
  - The child's complete name and address

**Note:** The Hospital Discharge Summary and pediatrician's letter must be on a doctor's letterhead and signed by a doctor only. An electronic or stamped signature of the doctor will not be accepted. If you cannot provide the Hospital Discharge Summary, your case will be referred to the Los Angeles County Public Health Investigation Office per Department of Health Services Policies and Procedures.

### 4. Birth Occurred in Los Angeles County

To prove that the birth occurred in Los Angeles County, you must provide information showing that the mother was in Los Angeles County on the date that the birth occurred. One of the following is valid proof that will be accepted:

- Electric power, natural gas, or water bill for the statement period when the birth occurred if the birth occurred at the mother's residence. The copy of the bill (or statement from the company) showing the name of the utility company, address of the residence where the birth occurred, and name of mother or father (if listed on the birth certificate)
- Confirmation from a person with the mother at the time of the infant's birth. The confirmation must contain the address of the person with the mother, and the location of the birth
- Driver's license, current rent receipt, or other similar document that shows the mother's name and current address
- Statement from an official of a state or local government agency that requires proof of residence in California that the mother was receiving services on the date of the child's birth

## 5. Identity of the Witness

To verify the birth in the case of a non-physician or non-midwife attended birth, the witness who attended the birth should accompany the parent to the appointment (except for paramedic or fire department staff, see below). A witness can be any one of the following persons:

- Husband or other family member
- Friend
- Child old enough to write his or her name
- Paramedic or fire department staff
  - If present at the birth, you can obtain a copy of the official report stating the treatment or service they provided you. You may be charged for a copy of the report.
  - If the paramedic arrived after the baby's birth, bring a copy of the 911-call or an official report of the contents of the 911-call, along with a copy of the paramedic's report.
  - You will need the full name and license number of the paramedic who delivered the baby, as well as the complete name and address of the paramedic/fire department.

A witness must provide a valid picture ID card issued by a governmental agency. Only the original ID card of one of the following:

- California driver's license or California identification card issued by the Department of Motor Vehicles
- U.S. passport
- U.S. military identification card
- Temporary resident identification card (green card)

## Registrar's Right to Refuse to Register Birth

If the requirements of the Health and Safety Code and the other bona fide evidence are not presented to the registrar, then the Registrar **MUST** refuse to register birth certificate. In these cases, only the authority of a superior court may register the birth certificate, or the court may render a delayed certificate of birth.

Reference: Health and Safety Code Section 103450

## Verification of Birth Registration

The County Registrar may verify the accuracy of all information provided to register an out-of-hospital birth. As the local representative of the State of California, the County Registrar reserves the right to verify the accuracy of all information provided. Should there be any question of the documents provided the Registrar shall refer the case to the Los Angeles County Public Health Investigations Office.

The following situations will be referred to the Public Health Investigations Office:

1. No medical proof of birth by pediatrician or licensed doctor (e.g., Hospital Discharge Summary)
2. No proof of residence
3. No proof of mother's pregnancy

For cases referred to the Public Health Investigations Office, the parent(s) must submit three (3) notarized letters from friends or neighbors containing the following information:

1. The name, address and the telephone number (day and evening) of the friends or neighbors
2. Statements indicating the friends or neighbors live in Los Angeles County
3. The name and address of the mother
4. Attestation to the fact that they knew the mother when she was pregnant

The Public Health Investigator will notify the parent of their decision in approximately 8-10 weeks.

## Fees

A fee is required for making a certified copy of a vital record for any public entity. In person, we accept payments in cash, money order, check, and ATM/credit cards. Additional charges will be assessed on “bounced” checks. Fees are subject to change without prior notice.

Reference: Health and Safety Code Section 103660

## Appointments for Certificate Registration (Infants under 12 months of age only)

**You must have an appointment to register your child. If legally married, the father does not have to accompany mother and child to appointment. Both the mother and child must be present at the time of the appointment.** If you have any questions, please call before coming in. Infants must be registered within the first year of birth. You can apply at the Los Angeles County Department of Public Health, located at:

Los Angeles County Department of Public Health  
Vital Records Office  
313 N. Figueroa St., Room L-1  
Los Angeles, CA 90012  
(213) 240-7812

Infants born before the previous year can apply at the Los Angeles County Registrar, located at:

Los Angeles County Registrar-Recorder/County Clerk  
12400 East Imperial Highway  
Norwalk, CA 90650  
(562) 462-2137

## Long Beach City and Pasadena City Out-of-Hospital Births

If your baby was born in the city of Long Beach or Pasadena, you must register the birth at their city health department. Please call the numbers below for more information:

Pasadena	(626) 744-6009
Long Beach	(562) 570-4305



## California Department of Public Health – Office of Vital Records

California Department of Public Health – Office of Vital Records

P.O. Box 997410

Sacramento, CA 95899-7410

(916) 445-2684

<http://www.cdph.ca.gov/certlic/birthdeathmar/pages/certifiedcopiesofbirthdeathrecords.aspx>

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